How to Fill in the E Team Critical Asset (Resource) Inventory Worksheet

Background:

The purpose of this critical asset (resource) inventory worksheet is to ease the input of resource information into the E Team system without accessing the system. The information provided in the worksheet conforms to the NIMS National Resource Typing initiative, thus allowing entities to "type" their resources in conformance with NIMS compliancy. A link to the current "Resource Typing Definitions" is provided at the top of the worksheet to assist in determining the resource type. The format of the worksheet allows for the creation of a PDF report of resource information for inventory and tracking purposes. There are 200 rows in the worksheet allowing for 200 different resources to be entered (more rows can be added). The "quantity" column must indicate the number of exact resources. Each field contains comments to help in filling in the information. The worksheet contains dropdown boxes to select only one option, however several columns allow you to type in a field if it is not listed in the drop-down list, i.e., "Asset Owner". When a category is selected, the "Asset Type" column will only list those resources that have been defined under that category. Refer to the table below for the categories used in this system.

Instructions for Completion

* Logging into E Team is not necessary to complete this worksheet*

1. Obtain worksheet from Jaclyn Barcroft, MSP/EMHSD
2. Zoom worksheet to at least 75% (the font size cannot be changed for the drop-down boxes)
3. Type in the municipal name and/or county name; the name and contact number of the person who entered in the information in the worksheet at the top
4. **Fields in Red are required, all others can be entered in at a later time in E Team**
5. Select from drop-down lists and type in the information required for the report.
   - **Status**: choose the current availability of the asset
   - **Asset Owner**: Choose from the drop-down list, or if it is not listed, you may type in the name of the owner.
   - **Assigned To**: If you do not choose an asset owner from the list and you typed in the name of the asset owner, select "Critical Asset Owner" for the "Assigned To" field. If you chose a selection from the list for Asset Owner choose the same one for "Assigned To".
   - **Category**: Select one from the list. (Ignore the underscore, this is required for importing purposes)
   - **Asset Type**: A category must be selected in order to access this column.
   - **Quantity:** Multiple quantities of a resource may be used in one row if all information is exactly the same.
   - **Unit of Measure**: Select from the list.
   - **Contact Info**: Provide contact information of the person who will be contacted to request the resource from.
   - **Site Name**: Type in the name or title of the place where the asset resides.
   - **Site Type**: Select from the list.
   - **Street Address:** Be sure to provide accurate address, city, county and zip of resource location.
   - **Geographic Area**: Choose the (MSP) district the resource is located in.
   - **Latitude/Longitude**: These fields are not required if the "Street Address" is entered.
6. For fields that you do not have information at this time for, please leave blank.
7. Send completed worksheet via email to Jaclyn Barcroft, MSP/EMHSD at barcrofj@michigan.gov for it to be imported into the E Team system.

To request a PDF report of your resources or for resource typing questions, please contact Jim Reardon, MSP/EMHSD at reardonj@michigan.gov

Geo-Locate Note:
Once the import has taken place you will have to go into each entry in E Team and geo-locate the report so that it will show on the map.